



# **E-GRANTS MCKINNEY-VENTO HOMELESS USER GUIDE**



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**Montana  
Office of Public Instruction**  
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May 2011



## COMPLETING MCKINNEY-VENTO HOMELESS APPLICATIONS



**Note:** The Planning Tool is not required for McKinney-Vento Homeless applications.



For page-specific instructions, click the “Click for Instructions” hyperlink. If you need further assistance, click the “Contact Us” hyperlink at the bottom of each page to locate the appropriate OPI specialist.

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
  - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. *Click* **McKinney-Vento Homeless** from the **Menu List**.
  - Contact the E-Grants Security Officer, at (406) 444-3448 if you do not have this application displayed on the menu list.
3. If more than one LEA is listed, *select* the appropriate LEA.
4. *Create* a new application.
  - *Click* the **CREATE APPLICATION** button.
  - OR -
5. *Continue* an application already created.
  - *Click* on the radio button next to the current application.
  - *Click* the **OPEN APPLICATION** button.
6. *Read through* the **McKinney-Vento Information** pages (read-only pages).
7. *Click* the **Contact Information** tab.
  - Fill in all required fields and extra e-mail addresses.
    - If district clerks and LEA program/collaborating organization staff wish to receive automatic e-mail notifications of approved/returned applications, cash requests, etc., their e-mail addresses must be entered at the bottom of the **Contact Information** page.
  - *Save the page.*



8. Click the **Allocation** tab.
  - This is a competitive grant. There will not be an allocation until the application has been approved.
  - Once the district's application has been accepted for funding, there will be funds listed on this page.
9. Click the **Program Detail** tab.
  - Complete each tab (page) from left to right.
  - *Save all pages before moving to the next tab.*
10. Click the **Budget Pages** tab (opens **Budget Detail** page).
  - Enter the description and itemization information for each budgeted expenditure.
  - *Save the page.*



**Note:** Click "Description of Purpose Categories and Object Codes" for details about Object Codes and Purpose Categories.

11. Click the **Budget Narrative** tab.
  - Complete all fields.
  - *Save the page.*
12. Click the **Assurances, Common and Program** tab.
  - The Authorized Representative (AR) is required to sign off, or agree, to the Common Assurances, McKinney-Vento Assurances, and Final Assurance Agreement.



The Common Assurances carry over from one application to the next. If the Common Assurances were agreed to during completion of one of the other federal applications, there will be a check in the box upon page load and the **LEA AGREES** button will not be present.

- (AR only) Click the check box on each applicable **Assurances** page.
- *Save the page.*
  - Button text may say, "Legal Entity Agrees."
- (AR only) Click the **LEGAL ENTITY AGREES** button on the **Final Assurance Agreement** page. The date will auto-fill.



13. Click the **Submit** Tab.
14. Run the consistency check.
15. Correct any errors that display.

When all edits have passed the consistency check, a message to the Authorized Representative stating, "Click Submit to OPI button to make final submission of the application for OPI review and approval," will appear.

16. (AR only) Click the **SUBMIT TO OPI** button to submit the application.



**Note:** If district staff with the LEA data entry role are running the consistency check, the button text is "Submit to Auth Rep." The application is not submitted to the OPI at this point. The AR must make final submission to the OPI.

Once the application has been submitted, the **Application Select** page status will be "Submitted to SEA."

The AR and all individuals listed on the bottom of the **Contact Information** page will receive an e-mail notification stating that the application has been submitted for review.



If your district's application is approved for funding, you may have to create an amendment to adjust the budget to the awarded amount. Refer to the **Creating Amendments to Approved Applications User's Guide** for assistance completing amendments.

#### USING THE LOCK APPLICATION AND UNLOCK APPLICATION BUTTONS ON THE SUBMIT PAGE

- Use the **LOCK APPLICATION** button to lock the application thereby preventing changes to completed application pages. Use the **UNLOCK APPLICATION** button to unlock the application when page modifications are needed.
  - Only the user who locked the application and/or the district AR can unlock a locked application.
- A successful Consistency Check automatically locks the application. The **UNLOCK APPLICATION** button should be used to unlock the application if changes are needed after the consistency check has run.
  - Only the user who initiated the consistency check and/or the district AR can unlock the application after the consistency check locks it.